

Award-A-Dore User Guide

Adding a Fund Amount

Summary:

Steps to add or edit a fund amount. In Scholarship Manager On-line Support, you can find more information on the Adding a Scholarship - Awarding Tab page (<https://nextgenweb-scholarship.screenstep-live.com/m/64713/l/723777-adding-a-scholarship-awarding-tab>)

Note:

If the department grosses up the award amount to cover taxes for an international student, you may need to adjust the fund amount.

Permissions Needed:

To perform these steps, you need the Administrator role and Full Access to 'Manage Scholarship Fund Amount' and 'Manage Financials' in Global Permissions (under Vanderbilt University department). You also need Full Access to 'Manage Scholarships' and 'Manage Reports' in each of your departments.

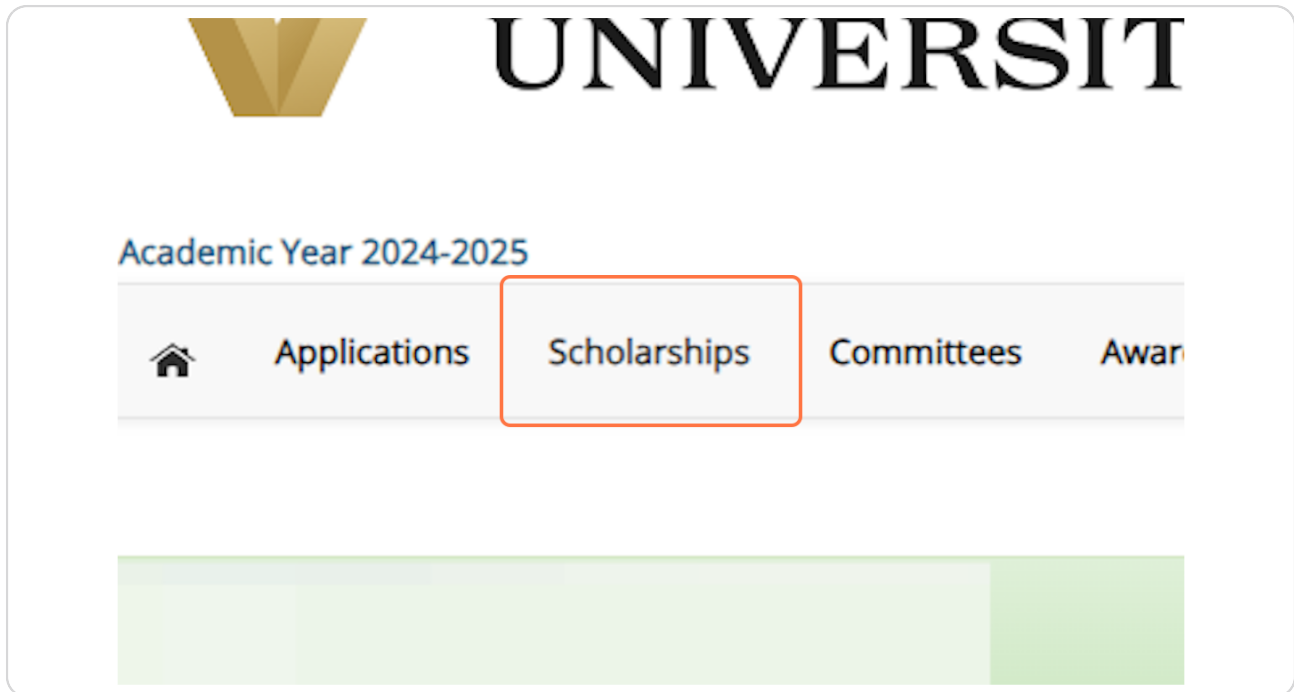
Add or Edit a Fund Amount

10 Steps

STEP 1

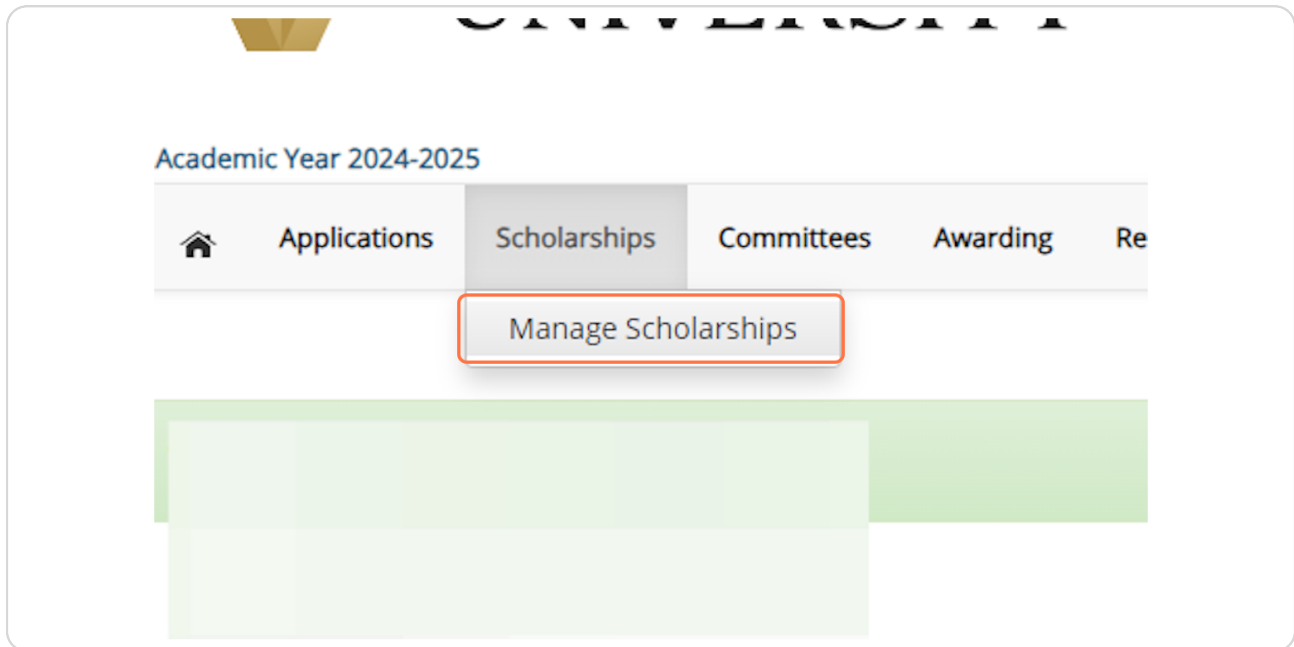
Click on Scholarships

Make sure you are in the correct academic year.



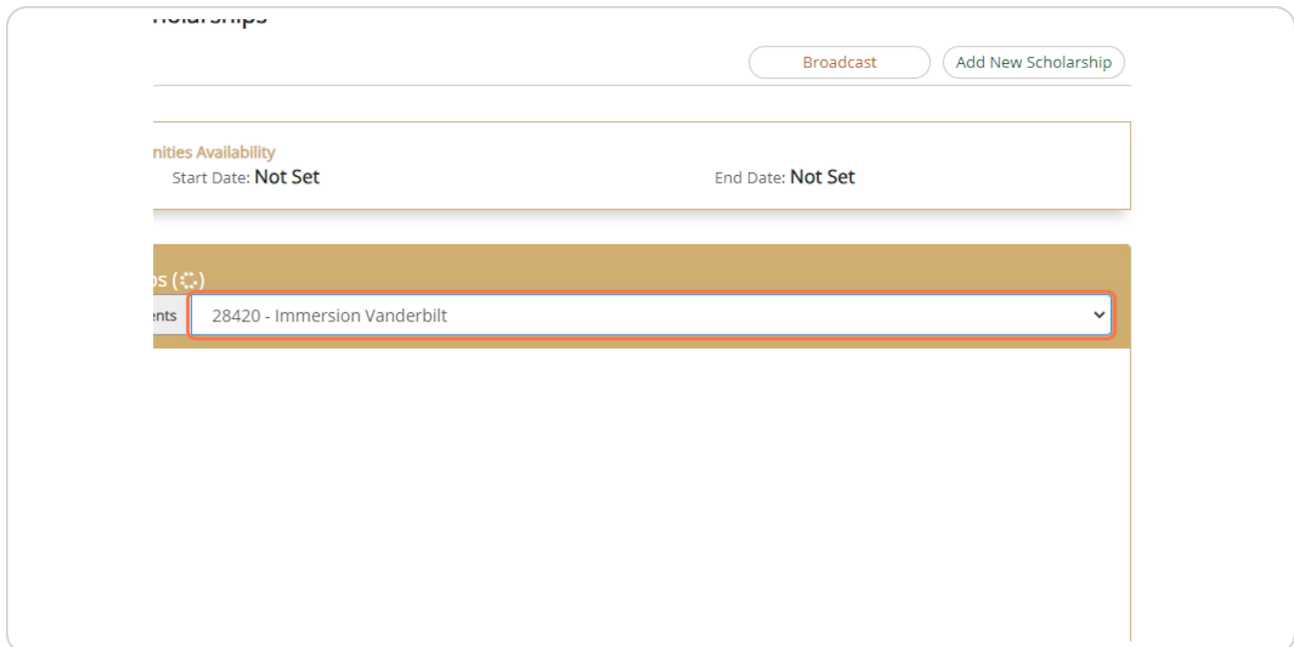
STEP 2

Click on Manage Scholarships



STEP 3

Optional: Utilize the Departments filter to decrease the number of awards shown



STEP 4

Optional: Type part of the name of an award into the filter text box to locate a specific award

Broadcast

Add New Scholarship

My Opportunities Availability

Start Date: Not Set

End Date: Not Set

Scholarships (23)

Departments28420 - Immersion Vanderbilt

Taylor

CommitteesDo Not Filter

TypeDo Not Filter

Candidates	Type	Scholarship Name	Show In Search Results	Show On My Opportunities	Require Thank You Letters	Do Not Require Accept/Decline Awards	Suppress Awardee Comms	Actions
2		Alexander C. Taylor Educ Fund - 000000505489 Committee: Immersion Vanderbilt Review Committee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Actions

STEP 5

Click on the Award Name to open the scholarship for editing

CommitteesDo Not Filter

TypeDo Not Filter

Candidates	Type	Scholarship Name	Show In Search Results	Op
2		<u>Alexander C. Taylor Educ Fund - 000000505489</u> Committee: Immersion Vanderbilt Review Committee	<input type="checkbox"/>	
0		Anna Jorgensen Mershon Study A - 000000512017	<input type="checkbox"/>	

STEP 6

On the General Tab you will see basic information about the scholarship including the custom fields.

Scholarship Code = PeopleSoft Item Type

COA-POET = PeopleSoft COA and POET information from general ledger

POET Task = PeopleSoft POET Task from general ledger

COA Entity = The entity associated with the item type

COA Financial Unit = The fin unit associated with the item type

Report Code = Financial Aid specific coding

Manage Custom Fields

Scholarship Code
000000505489

Scholarship Url

COA-POET:
280.40.28420.1221.055.RFR.GET_300558.28420.FAidTUG.1

POET Task:
1

COA Entity:
280 - Undergraduate Education

COA Financial Unit:
28420 - Experiential Learning

STEP 7

Click on the Awarding tab

Alexander C. Taylor Educ Fund - 000000505489

[Manage Scholarships](#) > [Manage Scholarship](#)

General	Awarding	Search	
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Name *

Alexander C. Taylor Educ Fund - 000000505489

STEP 8

Enter the total fund amount for the award.

[Stop Troubleshooting](#)

Alexander C. Taylor Educ Fund - 000000505489

[Manage Scholarships](#) > [Manage Scholarship](#)

General	Awarding	Search	Requirements	Logs
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Fund Amount:

\$

Allocated funds: \$0

Max Number of Recipients:

9999

Allocated Awardee Count: 0

Award Guidelines:

Most awards have been entered with a max number of recipients at 9999. This can be edited if an award only allows a certain number of recipients.

Alexander C. Taylor Educ Fund - 000000505489

[Manage Scholarships](#) > [Manage Scholarship](#)

General

Awarding

Search

Requirements

Logs

Fund Amount:

\$

Allocated funds: \$0

Max Number of Recipients:

9999

Allocated Awardee Count: 0

Award Guidelines:

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Styles

Format

Font

Size

Click on Save and Return To Scholarships

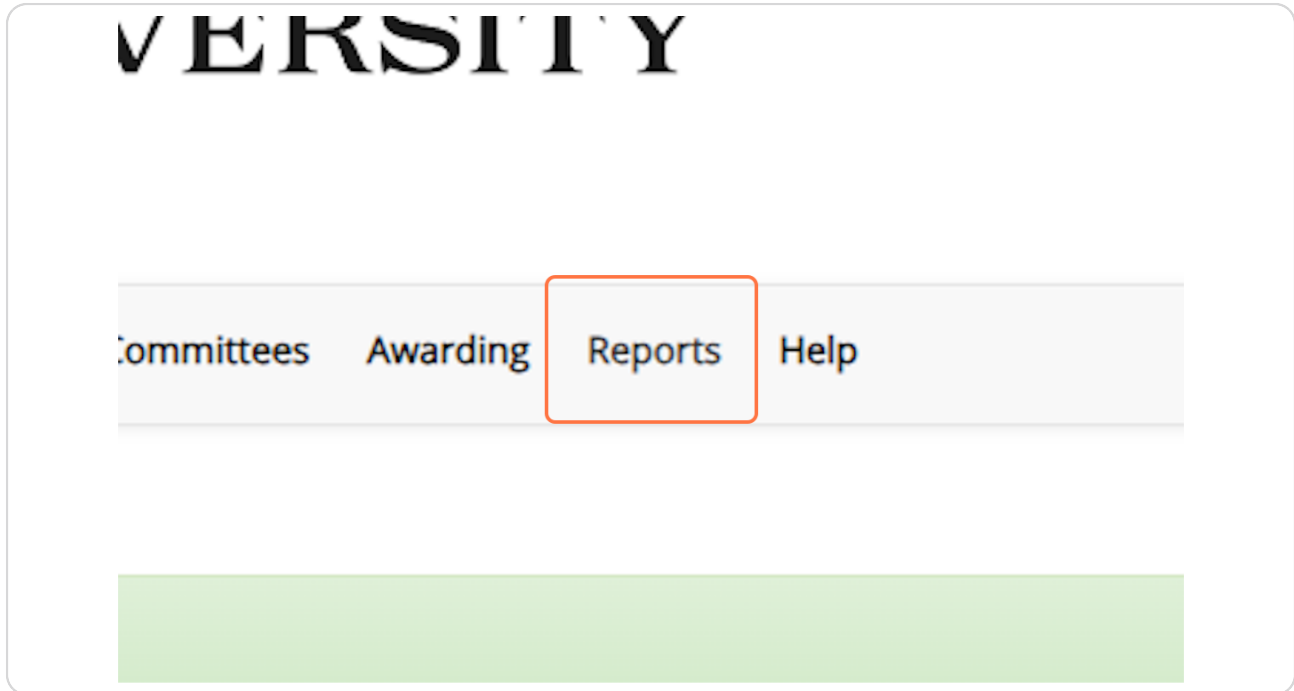
[Scholarship](#)
[Save and Return To Scholarships](#)
[Save and Go](#)

Reports to View Fund Amounts

9 Steps

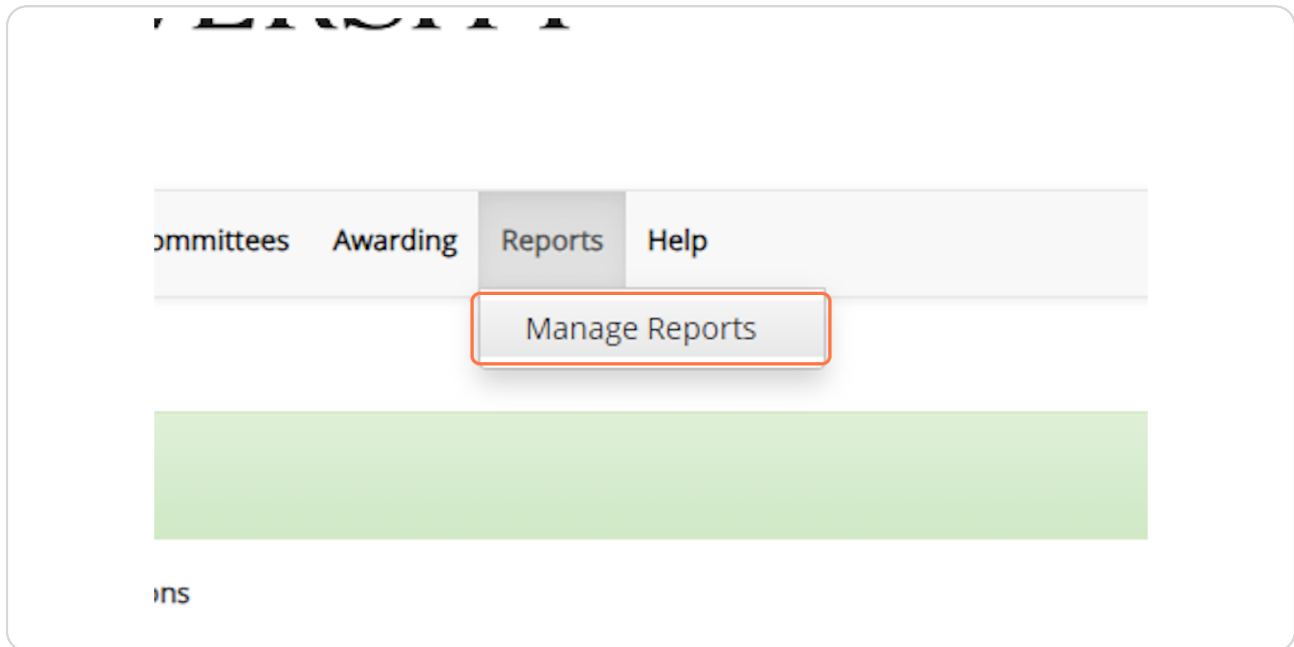
STEP 11

Click on Reports



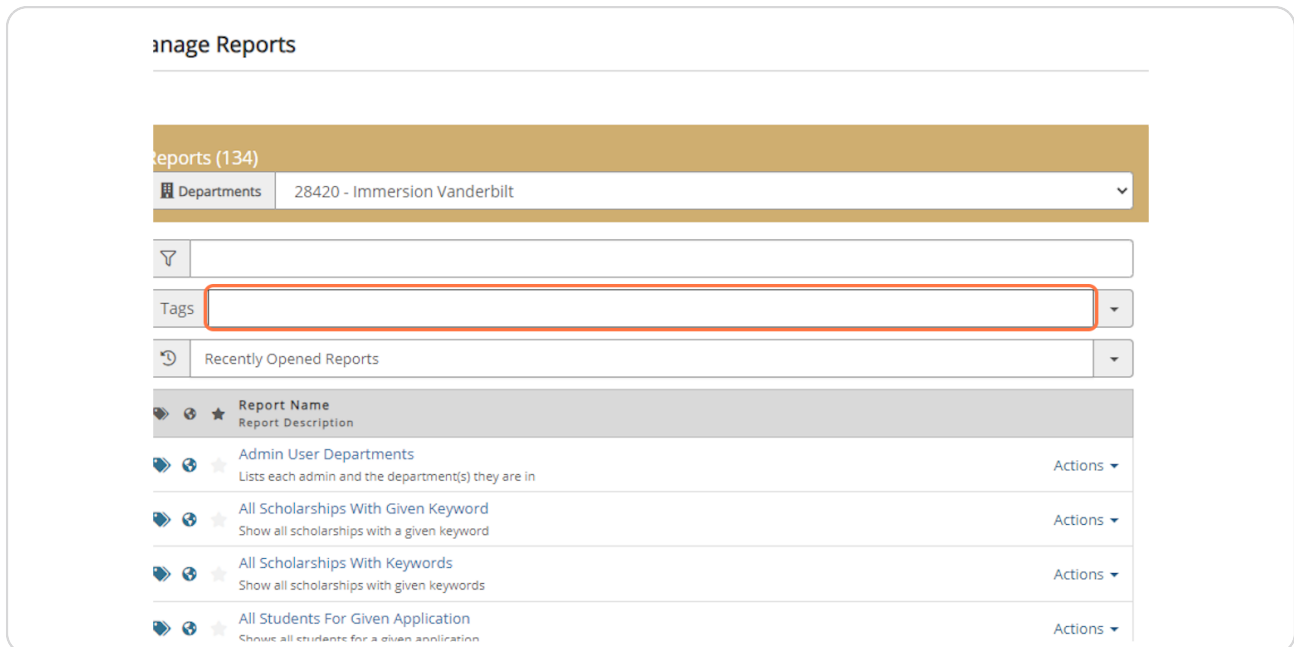
STEP 12

Click on Manage Reports



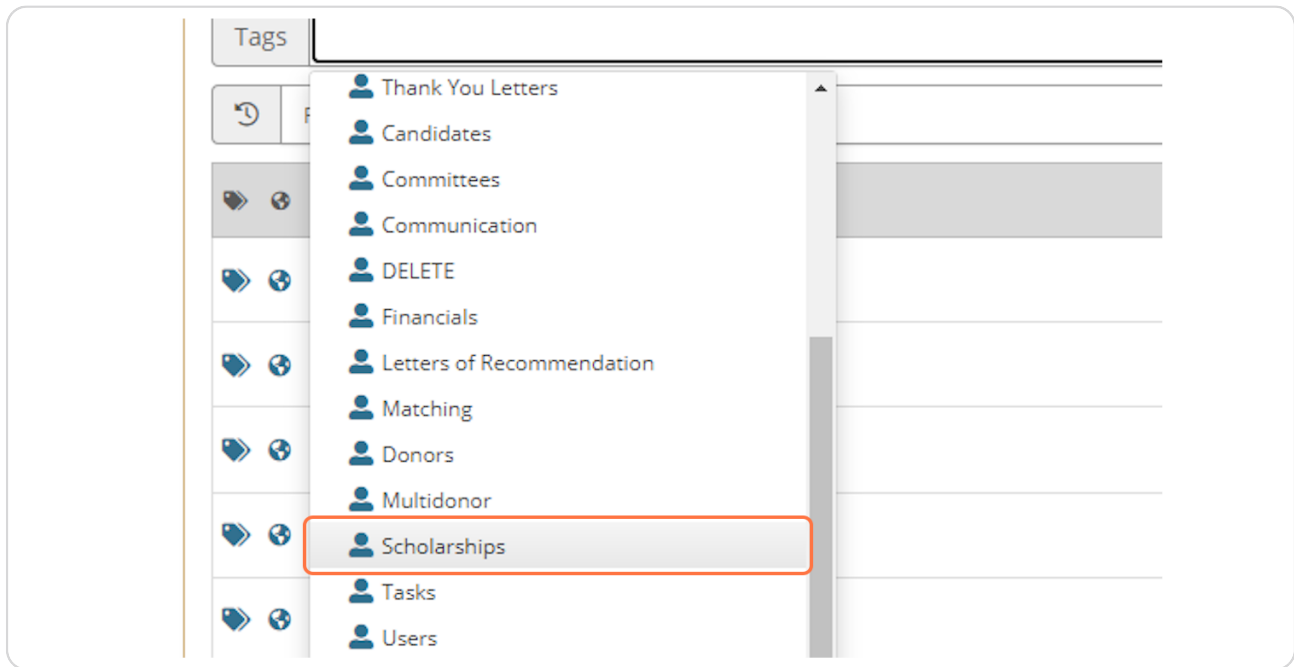
STEP 13

Filter by Tags to narrow down the reports to those that have the fund amount and balances.



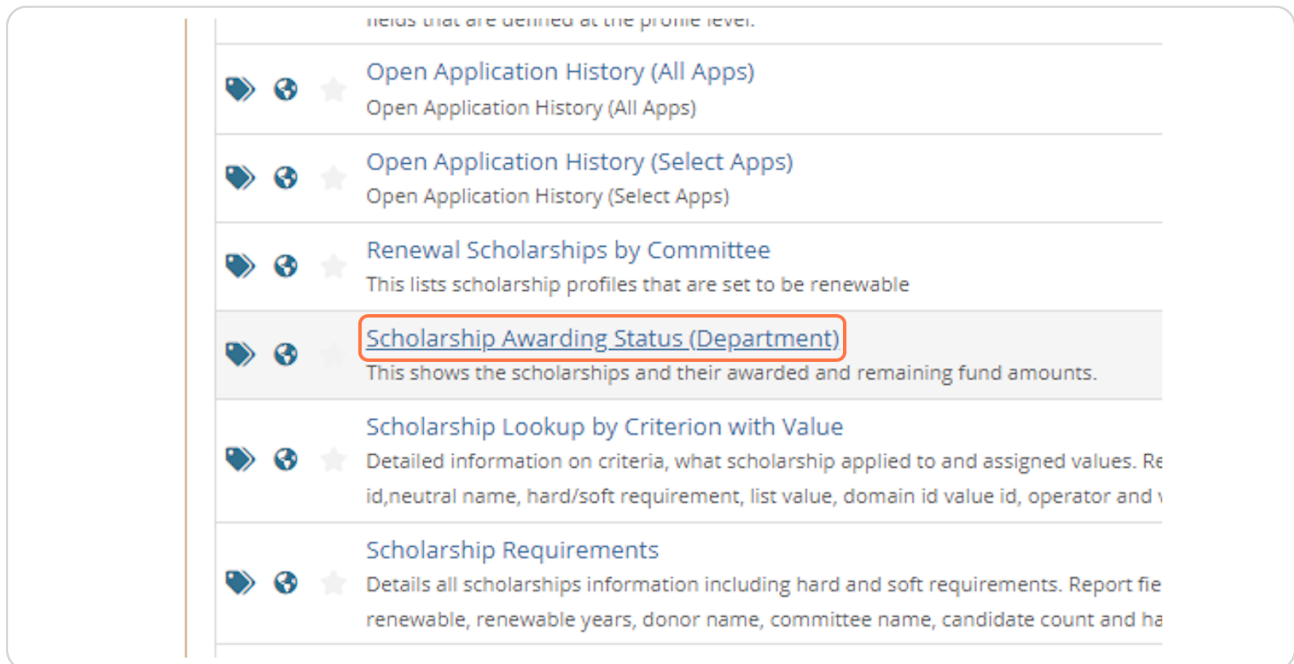
STEP 14

Click on Scholarships



STEP 15

Click on Scholarship Awarding Status (Department)



STEP 16

Click on Run Report

Report Parameters

Report
Scholarship Awarding Status (Department)

Academic Year
Academic Year 2024-2025

Cancel Run Report

STEP 17

The report will run and show up on the screen.

If you are looking for a particular item on the report, you can use the Search box on the upper, right part of the screen.

Scholarship Awarding Status (Department)

Academic Year 2024-2025

Show 25 entries

Search:

Scholarship Name	Code	Committee Name	Donor Name	# of Recipients	Number of Candidates	Number of Awarded Candidates	Custom Field 1
Writing Studio & Tutor Svc Awd - 000000500148	000000500148			9999	0	0	280.05.28200.1221.000.000.XXXXX.XXXXX
Wittenbraker-Jenks Family Schl - 000000505600	000000505600	Global Summer Fellows Review Committee		9999	5825	0	280.40.28420.1220.040.RFR.GET_300436
Walther Vucept Award AY - 000000505293	000000505293			9999	0	0	280.40.28310.1221.118.RFR_GE_101949.2
VUSRP - Provost Pipeline Grant - 000000512013	000000512013				0	0	280.05.28420.1221.059.001.XXXXX.XXXXX
VUceptors - 000000512006	000000512006				0	0	280.05.28310.1221.101.000.XXXXX.XXXXX
Vandy in Hollywood - 000000505619	000000505619			9999	0	0	117.40.11720.1221.055.RFR.GET_300424
Undergraduate Summer		Vanderbilt Undergraduate					

STEP 18

Click on a column name to sort the report by that column

0-Test PAS Committee		999	3	2	130.40.130
0-Test PAS Committee		999	0	18	000.000.00
			0	0	280.05.284
Global Summer Fellows Review Committee		9999	0	0	280.05.280
Immersion Vanderbilt Division		9999	2	0	280.40.284

STEP 19

Click on Report Actions

You can save the report as a favorite and you can export to excel.

Note: The 'Export to Excel' option exports to a .csv file. If you need to to combine, re-format, or re-group data you may want to save your .csv file to .xlsx (excel workbook file).

[← back to reports](#)

 Toggle Full Screen

Vanderbilt University

Report Actions ▾

Scholarship Awarding Status (Dep

Academic Year 2024-2025


Show

25 ▾

 entries

Scholarship Name	Code	Committee Name	Donor Name	# of Recipients	Number of Candidates	Number Awarded Candidates
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★ Save as Favorite

 Export to Excel

← Return to this Report